

CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

“Honoring California’s Veterans”

Located in the heart of scenic Napa Valley, the Veterans Home of California, Yountville is a community of and for veterans. Some 1,100 veterans (both men and women) live at the home. Founded in 1884, the Veterans Home of California, Yountville is the largest veterans’ home in the United States. It provides residential accommodations and a wealth of recreational, social, and therapeutic activities for independent living. Be a participant in the Agency’s mission of “Promoting and delivering the benefits provided by the grateful State of California to its deserving veterans and their families”.

PROGRAM TECHNICIAN II

Patient Benefits Unit

Permanent, Full-Time

\$2,638.00 - \$3,209.00 Monthly

Final File: Until Filled

LOCATION:

**Veterans Home of California, Yountville
110 California Drive, Yountville, CA 94599-1414**

Who Should Apply:

Current State employees in this classification or those who are eligible on a certification list, transfers or reinstatement may apply for this vacancy.

NOTE: APPOINTMENT IS SUBJECT TO SROA/SURPLUS PROVISIONS. PLEASE ATTACH YOUR SROA/SURPLUS LETTER TO YOUR APPLICATION AND INDICATE THAT YOU ARE ON SROA STATUS/SURPLUS STATUS IN THE “APPLYING FOR” SECTION OF THE STD 678 EXAMINATION/EMPLOYMENT APPLICATION. APPLICATIONS WHICH INDICATE SROA/SURPLUS STATUS WILL BE GIVEN FIRST PRIORITY.

THE SALARY LISTED FOR THIS CLASSIFICATION WILL BE ADJUSTED ACCORDINGLY TO COMPLY WITH THE PROVISIONS OF THE 2010 PERSONAL LEAVE PROGRAM.

If you are not a current State employee or otherwise eligible, you may qualify for a civil service examination based on the minimum qualifications for the classification. To view a current listing of examinations being offered by the California Department of Veterans Affairs (CDVA), please visit our website at www.cdva.ca.gov, or to view examinations offered by all State departments, please visit the State Personnel Board’s website at www.jobs.ca.gov.

HONORABLY DISCHARGED VETERANS WHO FALL UNDER EITHER CATEGORY AND MEET THE REQUIREMENTS STATED ON THE JOB AND/OR EXAMINATION ANNOUNCEMENT ARE ENCOURAGED TO APPLY.

Duties and Responsibilities:

Under the general supervision of the Chief, Financial Management Service, the Program Technician is responsible for obtaining all necessary authorizations, assignment of benefits, and release of information for insurance billing. Serves as the contact person for coordination of outside medical services payments. The predominate duties include, but are not limited to, the following:

- Serves as the Veterans Home contact, provides in-house medical and clerical staff with proper health insurance coverage information. Ensures the Non-VA referral is completed accurately and the appropriate billing instructions are forwarded to the outside provider. Works closely with the Chief Medical Officer and providers of Medical services external to the Veterans Home determining Veterans Home financial liability, verifying appropriate Physician Authorization is present prior to authorizing payment.

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

**CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS
PROGRAM TECHNICIAN II, Permanent, Full -Time
\$2,638.00 - \$3,209.00 Monthly
573-255-9928-003
RELEASED: 02/01/11**

- Maintains payment records in the Access Database to prevent duplication of payments to providers. Must have thorough and detailed knowledge and apply the specific laws, rules and policies of the member benefits programs.
- Opens and date-stamps incoming invoices. Receives and files transportation requests and vouchers. Copies all invoices processed and maintains hardcopy files. Forwards invoices to Home members for insurance bills they are responsible for. Sends letters of denial for invoices the Home is not responsible for. Researches and gives status of payments of outside medical bills to outside providers when requested. Forwards all insurance payment checks and provides year-end accruals to CDVA Headquarters Accounting.
- Other duties as related.

Desirable qualifications:

Strong communication and customer service skills

Good work ethic

Experience working with Microsoft Office (Word, Excel and Outlook)

How to Apply:

Visit the State Personnel Board (SPB) website at: www.spb.ca.gov, to download the application. Submit your completed State Application (Std. 678), and resume to: **Veterans Home of California, Yountville – 110 California Drive, Yountville, CA 94599-1414, Attn: Human Resources.**

Note: You must clearly indicate the basis of your eligibility, i.e., list, transfer, SROA, Surplus, Re-employment, Reinstatement, or **Training and Development Assignment** in the Explanations section on Page 1 of the State application, Failure to do so could result in being rejected from the interview process. Also, you must reference position #573-255-9928-003.

Questions:

If you have any questions or request information concerning this posting, or need assistance in the application process, please contact **Human Resources at (707) 944-4550 TDD: (707) 944-4560 CA RELAY SERVICE: (800) 735-2929**

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. PER MILITARY AND VETERANS CODE, SECTION 80, WHENEVER POSSIBLE, PREFERENCE SHALL BE GIVEN TO VETERANS FOR EMPLOYMENT IN THE DEPARTMENT OF VETERANS AFFAIRS. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS. APPLICATIONS WILL BE SUBJECT TO SCREENING AND ONLY THE MOST QUALIFIED WILL BE INTERVIEWED.

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